


COMMONWEALTH OF VIRGINIA
Department of Environmental Quality
Division of Water Quality
Larry G. Lawson, P.E., Director

Subject: Guidance Memorandum Number 04-2004
Permit Reviews and Issuance for VWPP Applications Involving Water Withdrawal and Minimum In-Stream Flows

To: Regional Directors

From: Larry G. Lawson, P.E., Director 

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Copies: Rick Weeks, Terry Wagner, Deputy Regional Directors, Regional VWPP Managers, Ellen Gilinsky, Joe Hassell, Brenda Winn, and Cindy Berndt

Summary:

This guidance provides guidelines to the Central Office and Regional Office Virginia Water Protection Permit Program Staff on how to assign responsibility for the processing of water withdrawal and minimum in-stream flow project applications. These guidelines should aid regional and central office VWPP staff in assuring that permit applications for water withdrawals are processed in the most efficient manner with a high level of customer service.

Electronic Copy:

An electronic copy of this guidance in PDF format is available for staff internally on DEQNET, and for the general public on DEQ's website at <http://www.deq.state.va.us/water>.

Contact information:

Please contact Ellen Gilinsky, Director of the Office of Wetlands and Water Protection and Compliance, at 804-698-4375 with any questions about the application of this guidance.

Disclaimer:

This document is provided as guidance and, as such, sets forth standard operating procedures for the agency. However, It does not mandate any particular method nor does it prohibit any particular method for the analysis of data, establishment of a wasteload allocation, or establishment of a permit limit. If alternative proposals are made, such proposals should be reviewed and accepted or denied based on their technical adequacy and compliance with appropriate laws and regulations.

Guidance on Permit Reviews and Issuance for VWPP Applications Involving Water Withdrawal and Minimum In-Stream Flows

As noted in the current version of the VWPP Program Permit Manual, applications for water withdrawal projects are typically processed by Central Office staff, but may also be processed at the Regional Offices as needed. Due to recent changes in responsibilities of several central office personnel, we will need to rely more on the processing of these applications by the appropriate Regional Office, with guidance from Central Office VWPP Program and Water Resources staff. We are therefore providing the following guidelines with regard to processing water withdrawal and minimum in-stream flow project applications:

1. For minor water supply projects (i.e., municipal 'run-of-the-river'), golf courses, dam construction, dam removal, and dam maintenance: Regional VWPP staff should process the permit application.
2. For major water supply projects (i.e., multi-county or regional storage), reservoirs, power plants, and industrial impoundments/intakes/withdrawals: Central Office VWPP staff will process the permit application.
3. For all projects having water withdrawal and/or minimum in-stream flow components, Joe Hassell at Central Office will provide technical guidance and withdrawal limitations for the individual permit conditions. Joe should become involved with the project at the pre-application stage in order to advise on appropriate limits.

These guidelines should aid regional and central office VWPP staff in assuring that permit applications for water withdrawals are processed in the most efficient manner with a high level of customer service. When questions arise concerning a specific application or the correct processing office, please call either Joe Hassell (804-698-4072) or Brenda Winn (804-698-4516).